

Schools Districts - Coverage Terminations and Summer Transfers

School district employees who work under a July 1st through June 30th contract will be allowed to retain coverage through August 31 provided they:

1. fulfill the terms of their contract and
2. employee premiums for their summer coverage are deducted from their last paycheck

Description	Allowed Extension	Employment End Date	Health Insurance End Date	IC to Complete/Submit	Flexible Spending Account - FSA Employee Contributes	Health Reimbursement Account - HRA Employer Contributes
Contract Fulfilled						
Contract not renewed	August 31st	June 30th	Semi Monthly period through which employee premium paid. Payroll deduct or personal check.	Update Form	Last day of work or if extended semi monthly period through which employee contribution is made. Payroll deduct last check.	Last day of work or if extended semi monthly period through which employee contribution is made.
Pink Slipped	August 31st	June 30th	Semi Monthly period through which employee premium paid. Payroll deduct or personal check. To bring employee back use original Update form.	Pink Slip Form	Last day of work or if extended semi monthly period through which employee contribution is made. Payroll deduct last check.	Last day of work or if extended semi monthly period through which employee contribution is made.
Retired at end of contract	Final determination of date of retirement coverage decided by Retirement System	June 30th	June 30th	Update Form write "Retirement" across the top of the form	June 30th	June 30th
Contract <u>NOT</u> Fulfilled						
Employment Ends	None	1st through 15th of Month	15th of Same Month	Update Form	Last Day Worked	Last Day Worked
Employment Ends	None	16th thru End of Month	Last Day of Same Month	Update Form	Last Day Worked	Last Day Worked

Description	Criteria	Health Insurance End Date	Health Insurance Start Date	IC to Complete/ Submit	Flexible Spending Account - FSA	Health Reimbursement Account - HRA
Summer Transfers: Work last contract day with old school district and first contract day with new school system						
Old School District	Rules under Contract Not Renewed - Contract Fulfilled Apply	Semi Monthly period through which employee premium paid. Payroll deduct or personal check.			Last day of work or if extended semi monthly period through which employee contribution is made. Payroll deduct last check.	Last day of work or if extended semi monthly period through which employee contribution is made.
New School District	If fulfilled BOTH contract dates and summer premiums paid through 8/31.	No Break in Coverage	September 1st	Update Form write "Summer Transfer" across the top of the form	No Break in Coverage	No Break in Coverage
New School District	Contract dates NOT fulfilled or premiums NOT paid causing a break in coverage	Break in Coverage	First Day of the Second Month after Hire Date	Enrollment Application	Break in Coverage - First Day of the Second Month after Hire Date	Break in Coverage - First Day of the Second Month after Hire Date